

Test Report Change Request

1. Date:	2. Supervisor:	3. Laboratory:
4. Describe the reason for the change request (if due to corrective action, list corrective action #): 		
5. Describe which test reports will be affected: 		
6. How soon is this change needed? <input type="checkbox"/> within 6 months <input type="checkbox"/> within 12 months <input type="checkbox"/> within two weeks		
7. Laboratory Director Review / comments Name: _____ Date: _____ Approved as submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No, see comments for revisions to request Comments: _____ 		
8. Quality Assurance Director Review / comments Name: _____ Date: _____ Approved as submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No, returned to Lab Director with comments Comments: _____ <div style="border: 1px solid black; padding: 5px; width: fit-content; float: right;">QA log ID TRC- _____</div>		
9. LIS Director Review / comments (Return to QA Office, room 454) Name: _____ Date: _____ Approved as submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Comments: _____ 		

Attach copies of how you expect the report to look if the change is implemented along with copies of current reports to show the differences. QA log ID will be a three digit ID assigned to the request by QA. It will be used to track the status of the request.

3/20/06 PDN